SERVASPORT

LGFA

LADIES GAELIC FOOTBALL

Online Registration System User Manual

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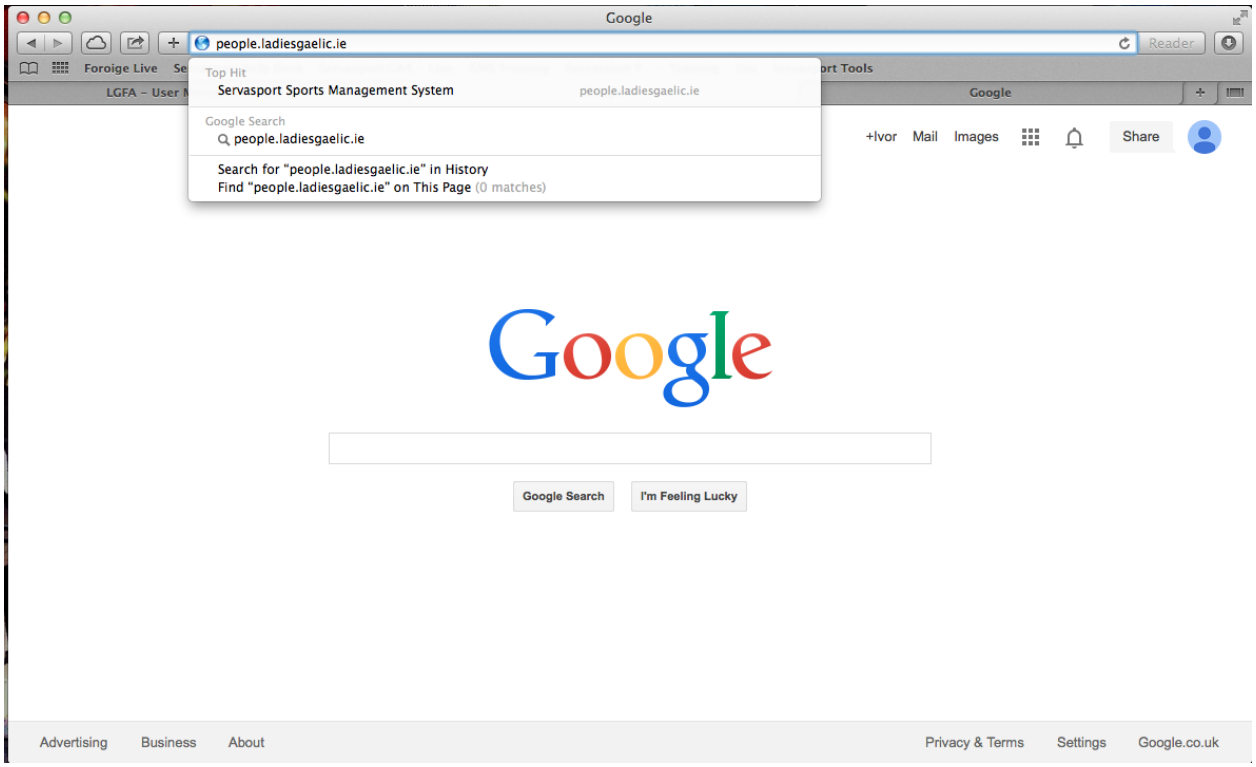
1. Login Screen

1.1. LGFA URL

The URL for the LGFA management system is people.ladiesgaelic.ie. Type this into the web address bar as shown below. Once you access to this URL you will be brought to the system login screen.



1.2. Logging into the system

To log into the system you will need a username and password, see screenshot below. If it is your first time logging into the system then you will have a unique one-time only password. As soon as you log into the system you will be asked to change the password and your new password must include at least one capital letter and one number.

Frequently Asked Questions

- Your username & password should have been sent to you by your County registrar.
- The username is a 7 digit number and will never change.
- The username is NOT your club email address.
- You may already have been provided with the password: p@55w0rd
- Please note that the '0' in the password is a number, zero.

1.3. Forgot your password?

If this is not your first time logging into the system and you are unable to gain access with the username/password you have been provided then there is a 'Forgot your password?' link which will take you to a reset password form. Complete all fields on the form and press submit. This will go directly to our support team who will reset your password.

1.4. Contacting Support

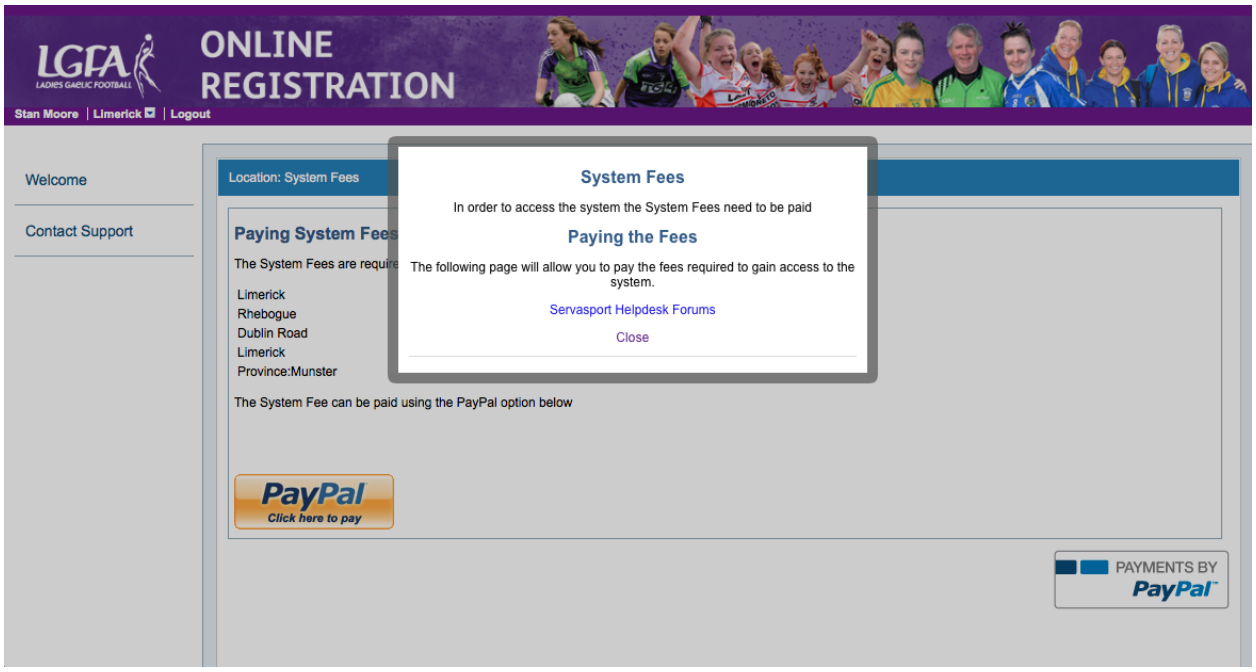
There is also a contact support link at the bottom of the login screen. By clicking on this link you will be able to see the contact details for our support team who are available;
Monday - Friday 9AM - 5.30PM.

Email: support@servasport.com
Telephone:
Ireland - 048 90 313 845
NI - 028 90 313 845
International - +44 28 90 313 845

2. Paying Fees

2.1. Fees Notification

A notification will appear on the system if your club has yet to pay the required mandatory fees for using the system and the All-Ireland Levy.



2.2. Paying Fees

To pay the fees you will need to click on the PayPal button on the screen and login using your clubs PayPal details. If you do not have a PayPal account then you will need to get an account created ASAP. Follow the links below to create a PayPal account. If you are a Northern Irish club use the UK link and if you are an Irish club use the Irish link below.

Irish - https://www.paypal.com/ie/cgi-bin/webscr?cmd=_registration-run-validated&account_type=2&country=IE&cid=MU6NLH3Z2KTFBSD6

UK - https://www.paypal.com/uk/cgi-bin/webscr?cmd=_registration-run-validated&account_type=2&country=GB&cid=M3BUFT6RLFF27G7N

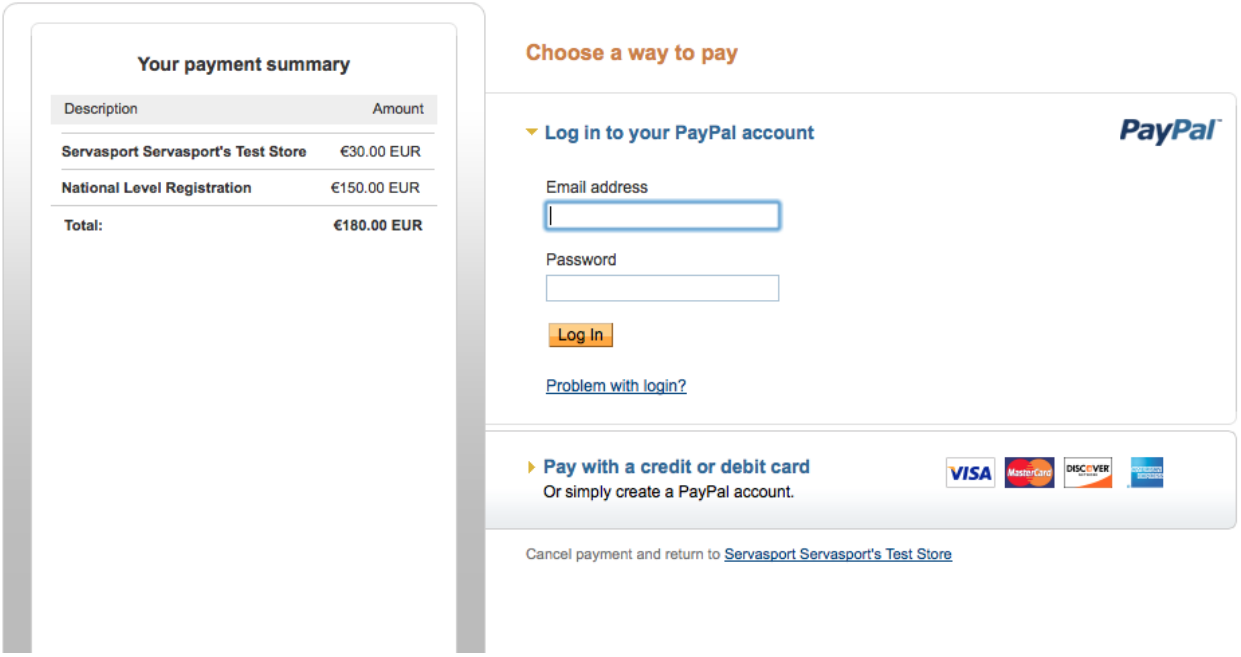
Contact PayPal if you have any questions during your account set up. Details are below:
business-support@paypal.co.uk
Calling from within Ireland: 1890943771
Calling from within Northern Ireland: 0800 368 7141

There is also a document on www.ladiesgaelic.ie to help clubs to create their PayPal accounts.

2.2.1 Cost

Each club are required to be pay the following;

- Servasport system fee of €30 for first time users and then €15 every year after that.
- All Ireland Levy fee of €150.



2.2.3 How often are fees paid?

When you first access the system you are required to pay your fees straight away and then you will only ever be prompted to pay fees at the beginning of each year in order to register your members.

Once the fees have been paid select the return button to return back to the LGFA Management System. If you do not return back to the system and close your browser your transaction may fail.

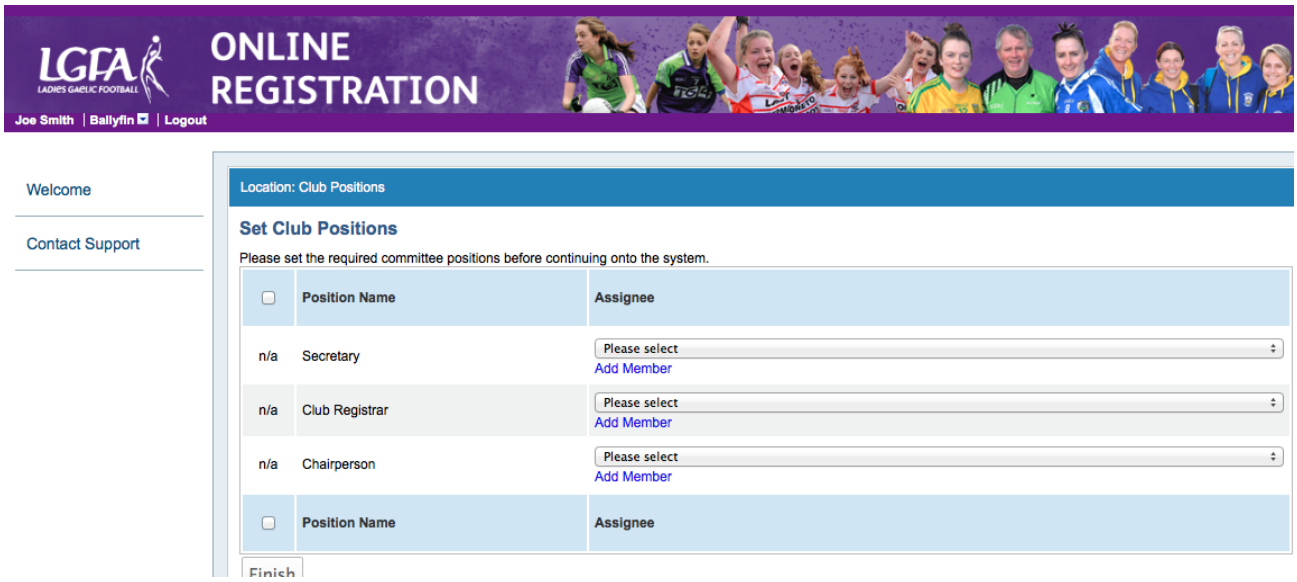
3. Setting the 3 Mandatory Committee Members

As soon as you have paid the mandatory fees to access the system you are then required to add 3 committee members to the system.

3.1. Who will I add to the Committee?

The three mandatory positions needed to be added to the committee should consist of:

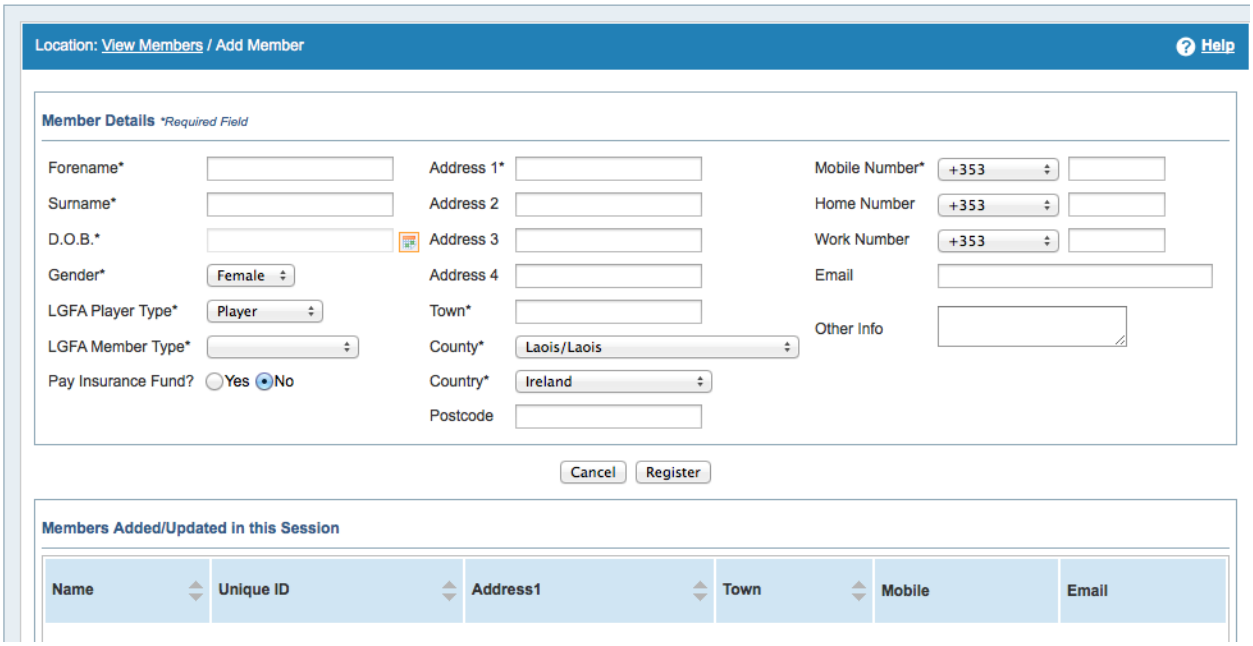
- Secretary
- Registrar
- Chair Person



3.2. What information will I need to add for these members?

When adding the secretary, registrar and chair person you will need to also add:

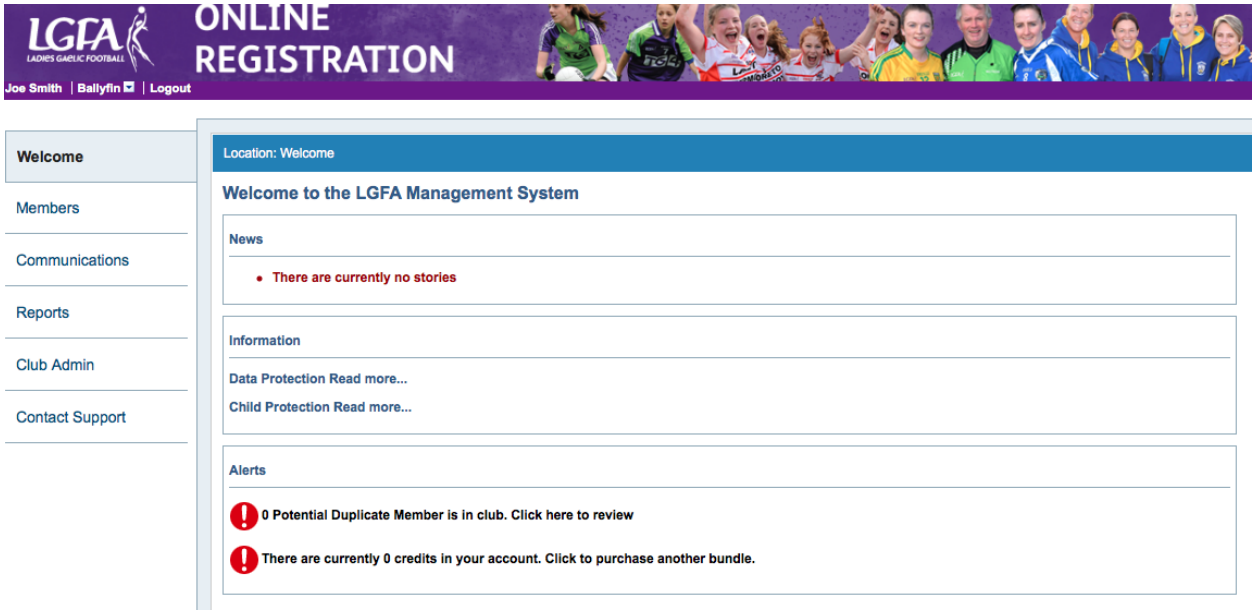
- Name
- Address
- Email address
- Mobile number



4. Welcome to the system - Quick Overview

4.1. Welcome page

Once the mandatory steps of paying fees and adding the 3 members to the committee you will be brought to the welcome page of the system. The welcome page consists of some important news stories that will be updated regularly so it is important to keep an eye on this section.

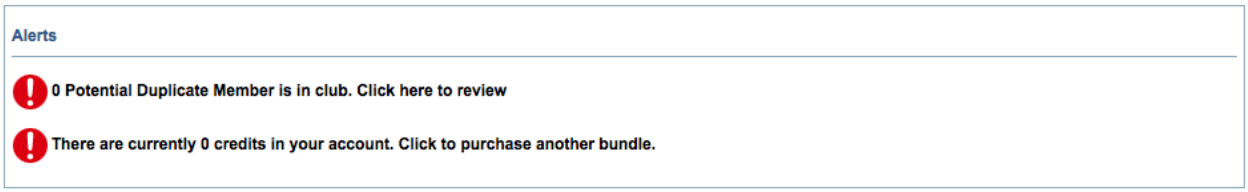


4.2. Information

There is some key information listed in this section relating to data protection and child protection laws. Clicking on these links will fully list how to comply with these laws when using the LGFA Management system.

4.3. Alerts

At the bottom of the welcome page there is a section for alerts which is there for to highlight certain areas of the system that require the users attention. It is important to keep an eye on this section and always take action against alerts as this will be relevant to members, communication and fees.

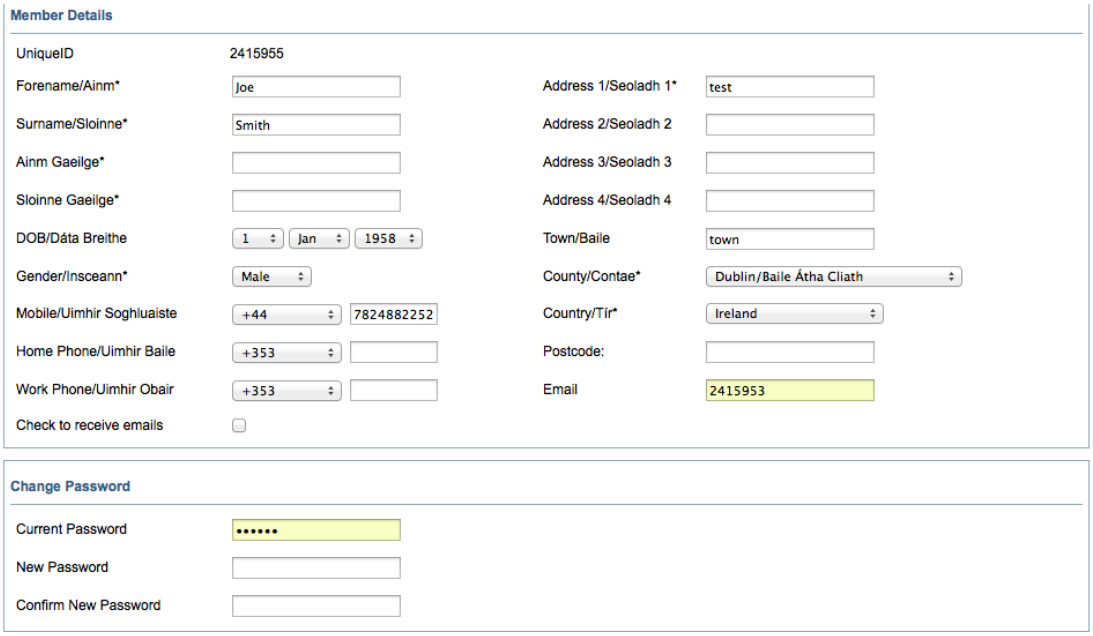

Alerts
0 Potential Duplicate Member is in club. Click here to review
There are currently 0 credits in your account. Click to purchase another bundle.

4.4. Other key information

When a user is logged into the system they will see at the top left their name, the club that they are currently viewing and a logout button. Some members may be an administrator at both club and county level and can switch between the two clubs views on the system by clicking on the clubs name.

By clicking on the name at the top left you will also be able to view and edit the administrators details although the unique ID cannot be changed as every member has one unique ID on the system. Every club registrar MUST change this to their own name - It is currently set to 'Club Admin' as a default setting.

Passwords can also be changed within this section.



5. Members

5.1. Dashboard

The members dashboard is very straightforward and easy to read and understand. There are two sections to the dashboard which are:

- Club Membership Overview
- Annual Registrations Overview

5.1.1. Club Membership Overview

The club membership overview display's a pie chart which outlines the number of members that are:

- Registered
- Unregistered
- Hibernated
- Contacts

If a club administrator wishes they can also look back on past year's club membership information by select the year at the top left and then hitting the refresh button.

5.1.2. Annual Registrations Overview

The annual registrations overview is basically a stacked bar chart that automatically shows the current years and the previous years registration information.

If you move your mouse over the different colour then it will display for example:
Full: 604
Total: 3000

This would mean that there were 604 full members registered and in total there was a total of 3000 members registered

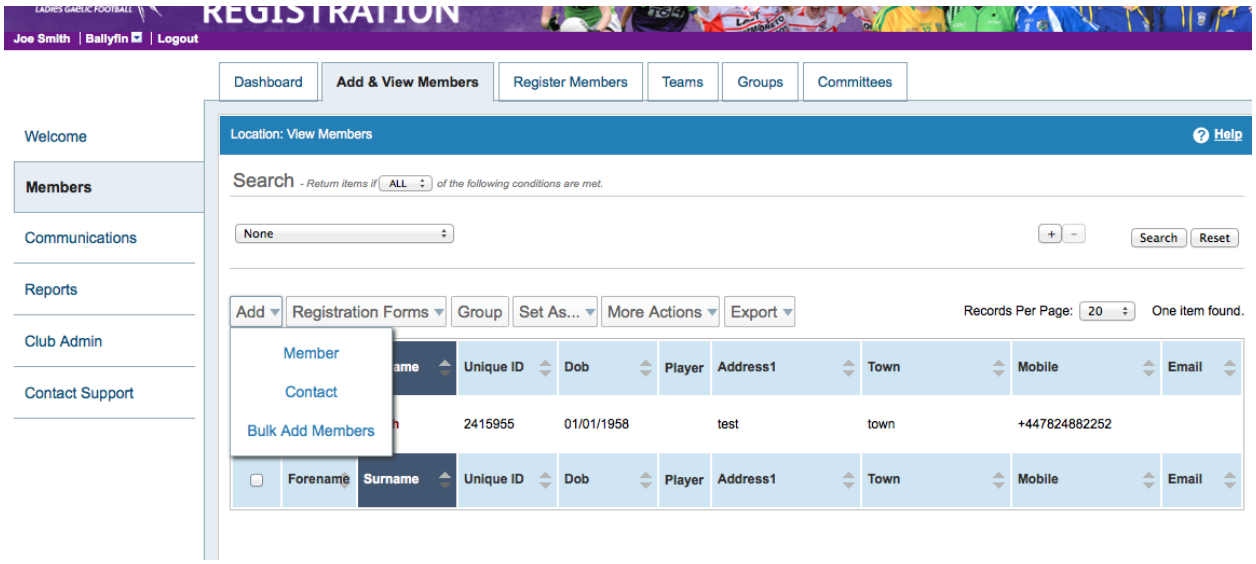
5.2. Add & View Members

The Add & View Members Page gives the Club Administrator the ability to:

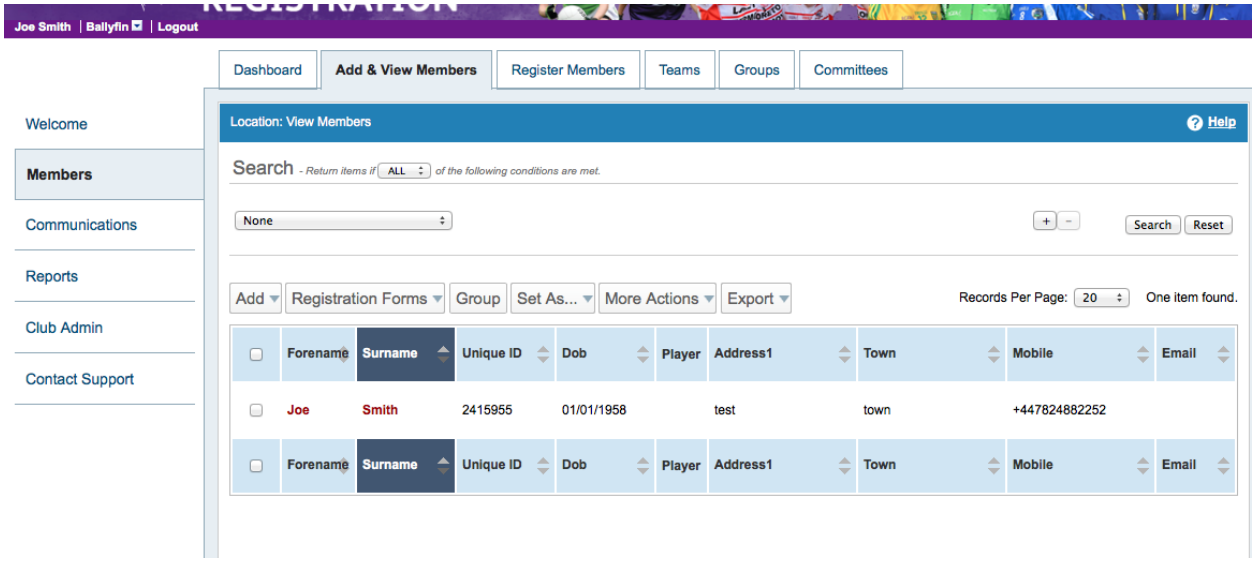
- Add a New Member
- View Club Members
- Search for a Particular Member
- View/Edit a Members Details
- Setup / edit member login privileges
- View Hibernated Members
- Hibernate Member(s)
- Un-hibernate Member(s)
- Delete Member(s)
- View / Add / Edit Contact(s)
- Group Members/Contacts
- Convert a Contact to a Member
- View Registered Members
- View last years Registrations
- Print a List of Members

5.2.1 Add a New Member & Member Registration

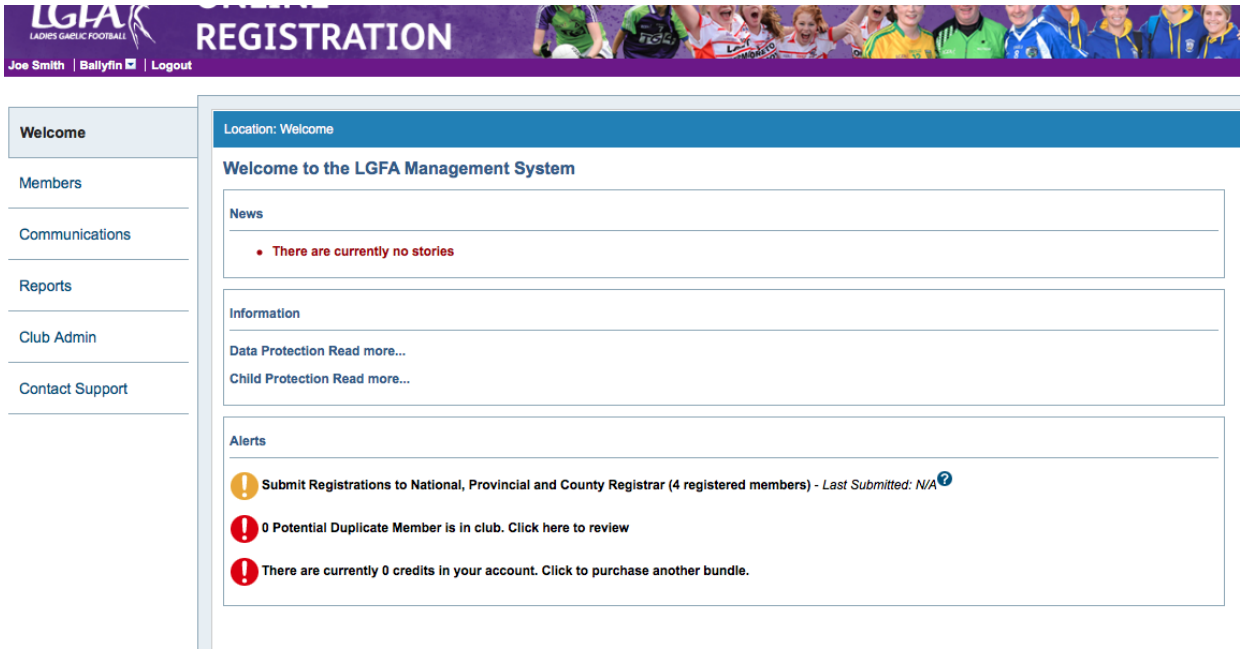
To add a new member to the system login and navigate to the ‘members’ page and then ‘Add & View members’. Select ‘Add’ and then select ‘member’, at this stage fill out all member details. It is important to fill out all mandatory fields or errors will appear on the form.



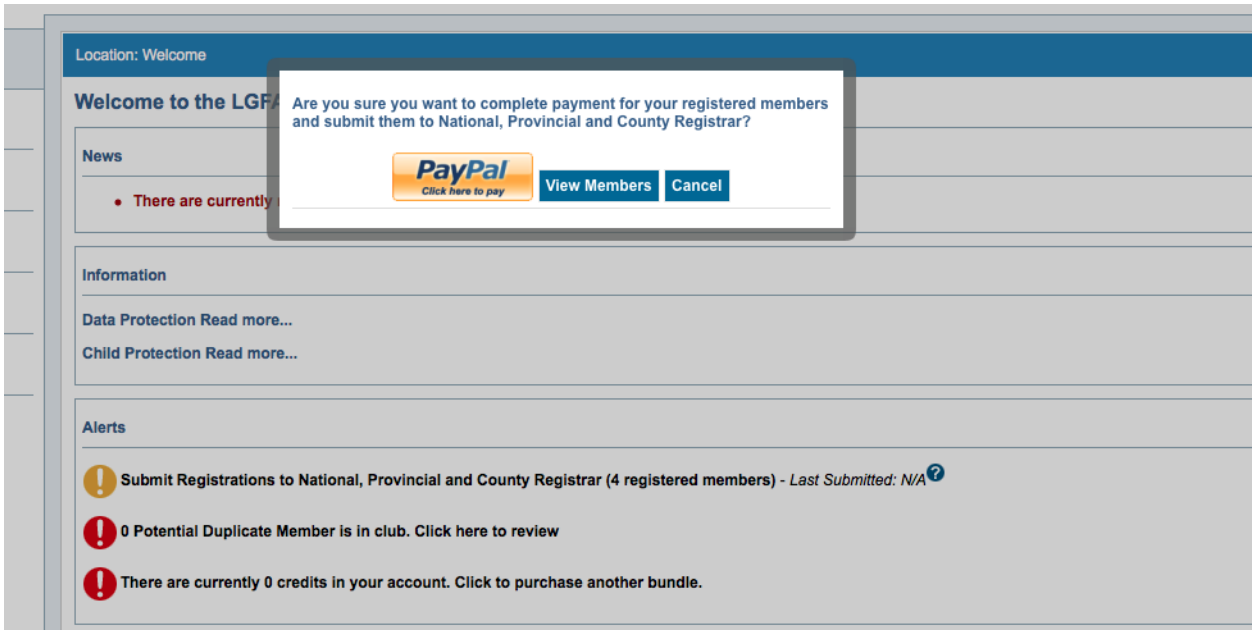
Once a club administrator adds a new member they will appear in the system in the ‘Add & View Members’ section.



To register these members, you will need to navigate to the welcome page and click on the the ‘Submit Registration’ yellow alert on the welcome page. You will need to click this alert to pay your members registration fees via PayPal.



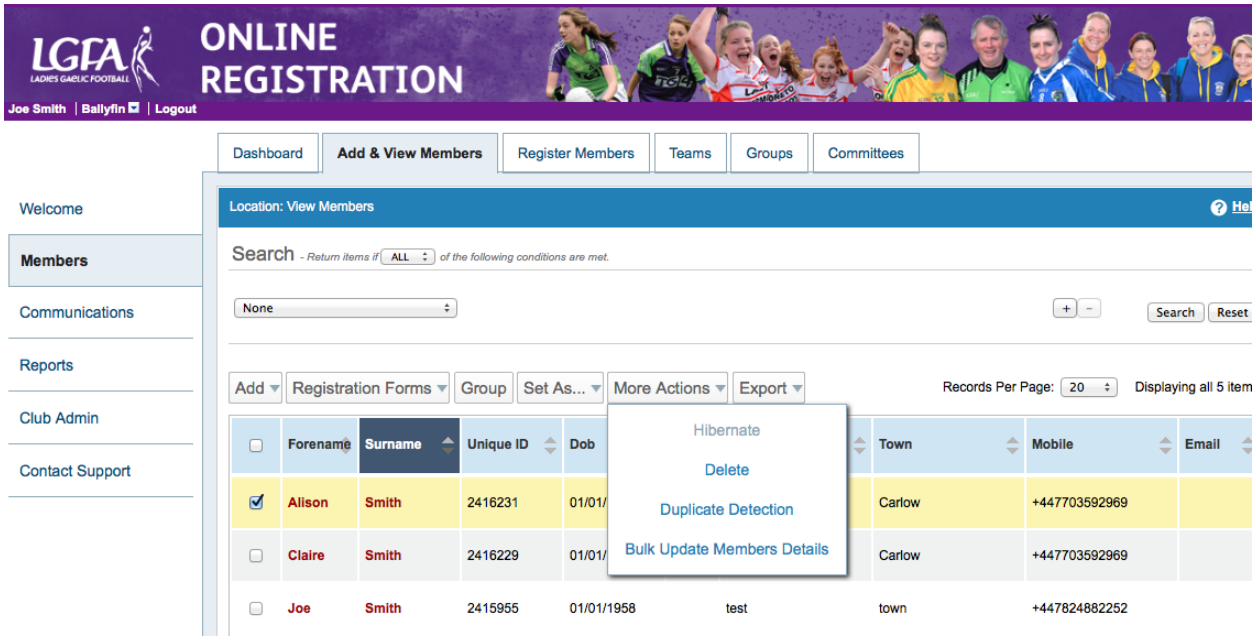
Once this is complete the members will be submitted to County, Provincial and National level for approval.


Location: Welcome
Welcome to the LGF
Are you sure you want to complete payment for your registered members and submit them to National, Provincial and County Registrar?
PayPal
Click here to pay
View Members
Cancel
News
There are currently
Information
Data Protection Read more...
Child Protection Read more...
Alerts
Submit Registrations to National, Provincial and County Registrar (4 registered members) - Last Submitted: N/A
0 Potential Duplicate Member is in club. Click here to review
There are currently 0 credits in your account. Click to purchase another bundle.

Additional Information

Clubs members will be fully registered when the LGFA registrations manager confirms registrations at National level within the system. Once approved at National level each submitted member will change colour from red to black and member registration will be complete.

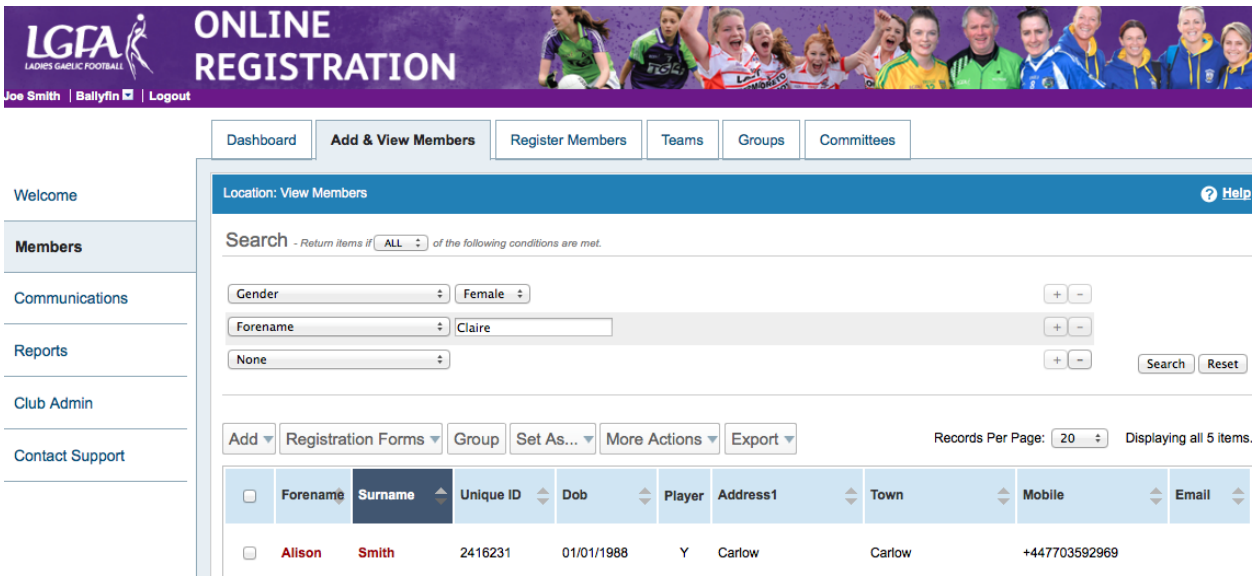
If you wish to add a member to the system but you don't wish to register them, you will have to hibernate the member. This is explained in section 5.2.4.



5.2.2. View/Search for Club Members

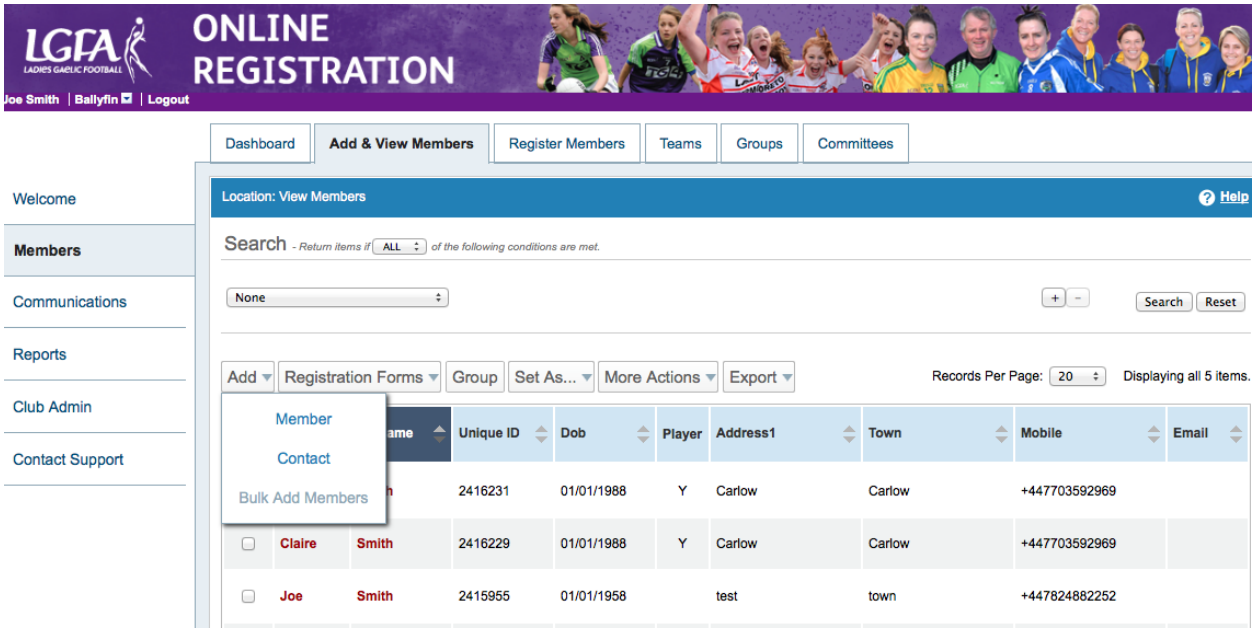
When the club administrator first selects the add/view members page they will see all of the club members within the club.

There is also the ability to search for a particular member or members within the system. There is a drop down option to make a selection and a "+" sign at the far right to add new search categories to find the correct member you are looking for.

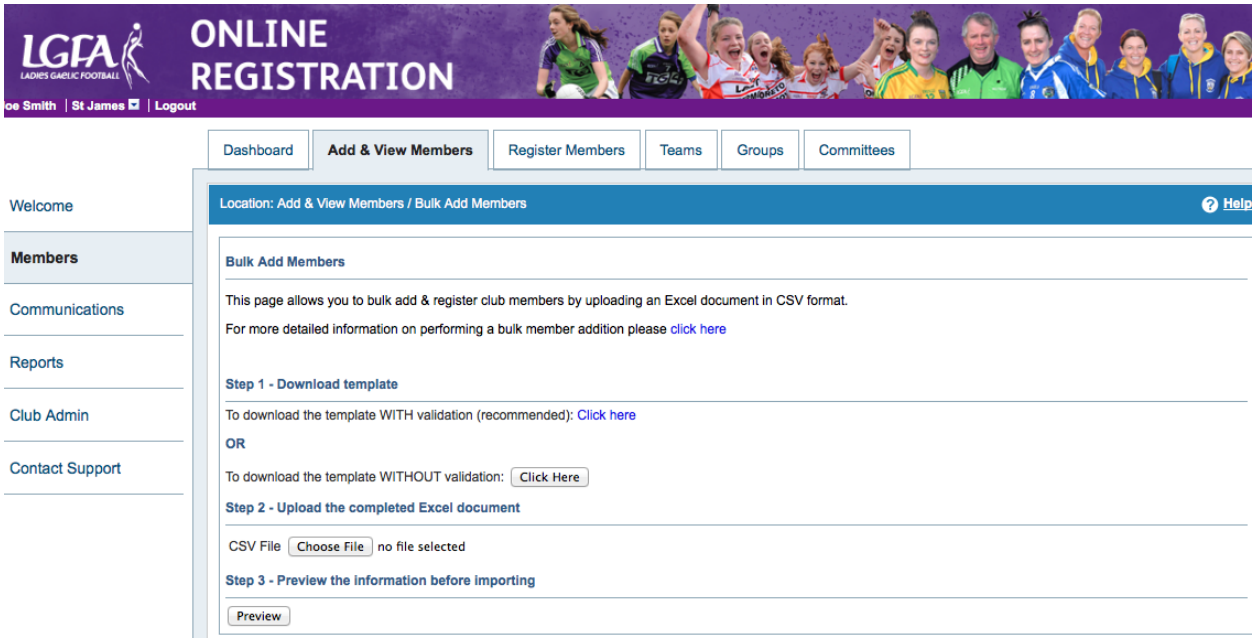


Bulk Upload

1. Navigate to ‘Members’ > ‘Add & View Members’ > Click ‘Add’ > Click ‘Bulk Add Members’



2. Follow the steps in the screenshot below:


ONLINE REGISTRATION
Joe Smith | St James | Logout
Dashboard
Add & View Members
Register Members
Teams
Groups
Committees
Welcome
Members
Communications
Reports
Club Admin
Contact Support
Location: Add & View Members / Bulk Add Members
Help
Bulk Add Members
This page allows you to bulk add & register club members by uploading an Excel document in CSV format.
For more detailed information on performing a bulk member addition please click here
Step 1 - Download template
To download the template WITH validation (recommended): Click here
OR
To download the template WITHOUT validation: Click Here
Step 2 - Upload the completed Excel document
CSV File Choose File no file selected
Step 3 - Preview the information before importing
Preview

5.2.3. View/Edit a Members Details

5.2.3.1 Personal Properties

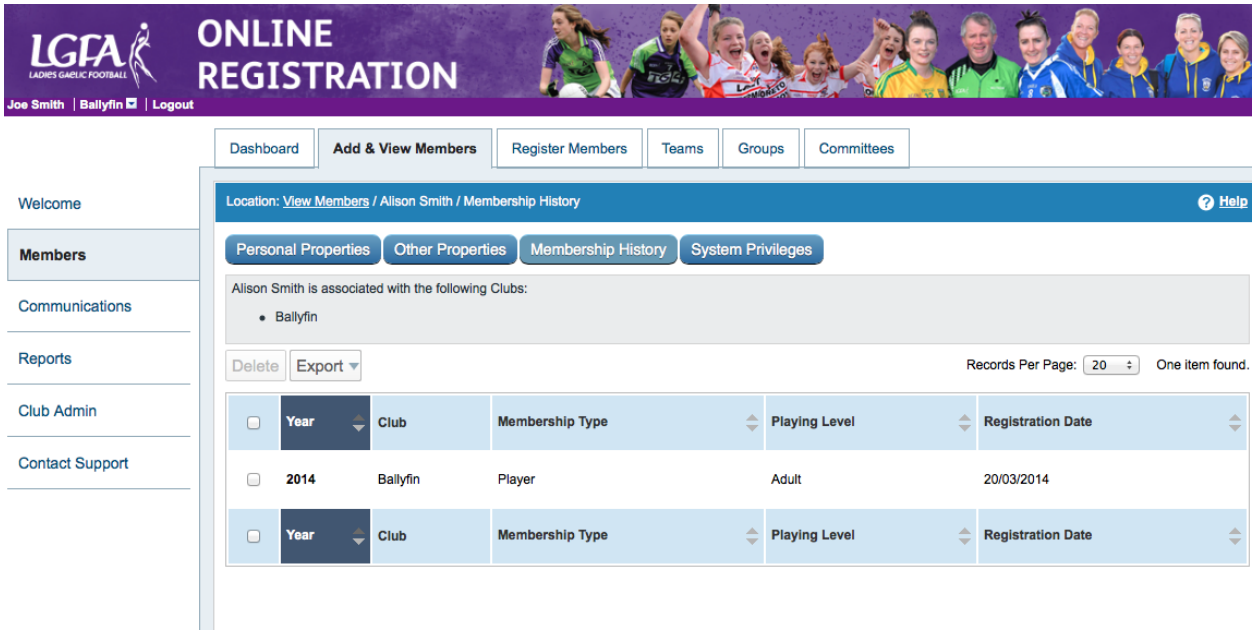
To edit a members details the user just has to click on the name of the members which they are trying to edit, either Forename or Surname as it will take them to the same page which is personal properties. Once clicked the user will have the ability to edit any of the members details.

5.2.3.2. Other Properties

This page is for the club administrator to store any details they may need to know about a particular member.

5.2.3.3. Membership History

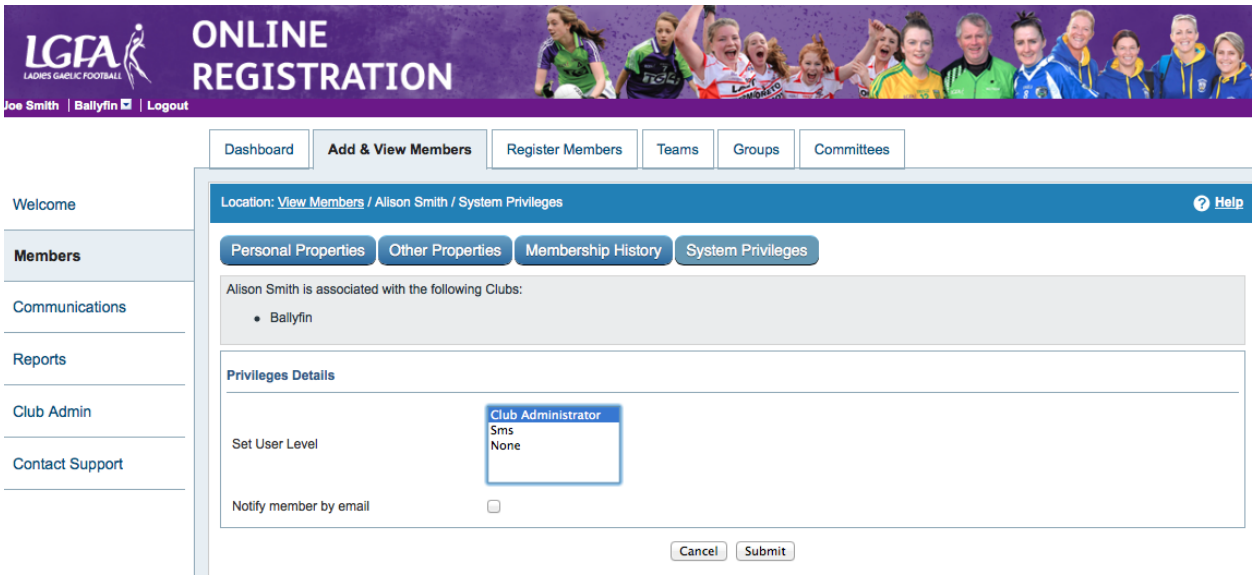
The club administrator can use this page to view information on the members previous membership history. The club administrator can also unregister a member within this page by click the checkbox beside the year and then selecting unregister.



5.2.3.4. System Privileges

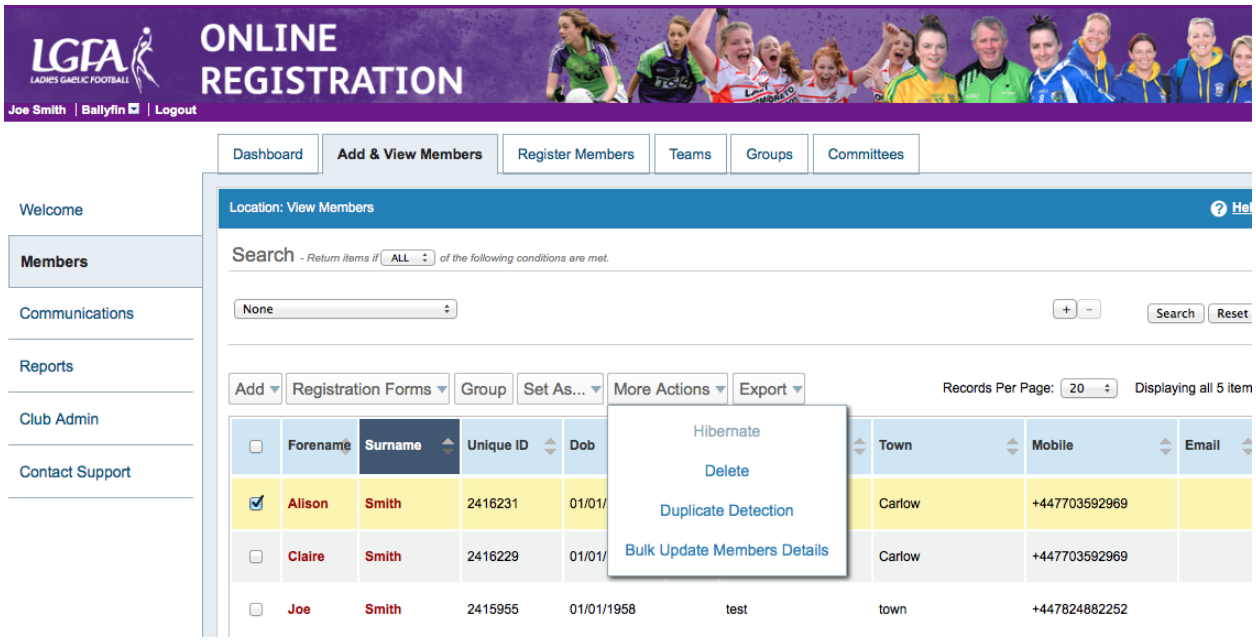
This section can be used to change;

- Allocate access to a member
- Change the user role of a member
- Allocate a new password



5.2.4. Hibernate a Member

This will become useful if a member has left the club, moved abroad etc. and the club wishes to keep their details. To hibernate a member all that has to be done is select the checkbox beside their name, go to more actions and then select hibernate.

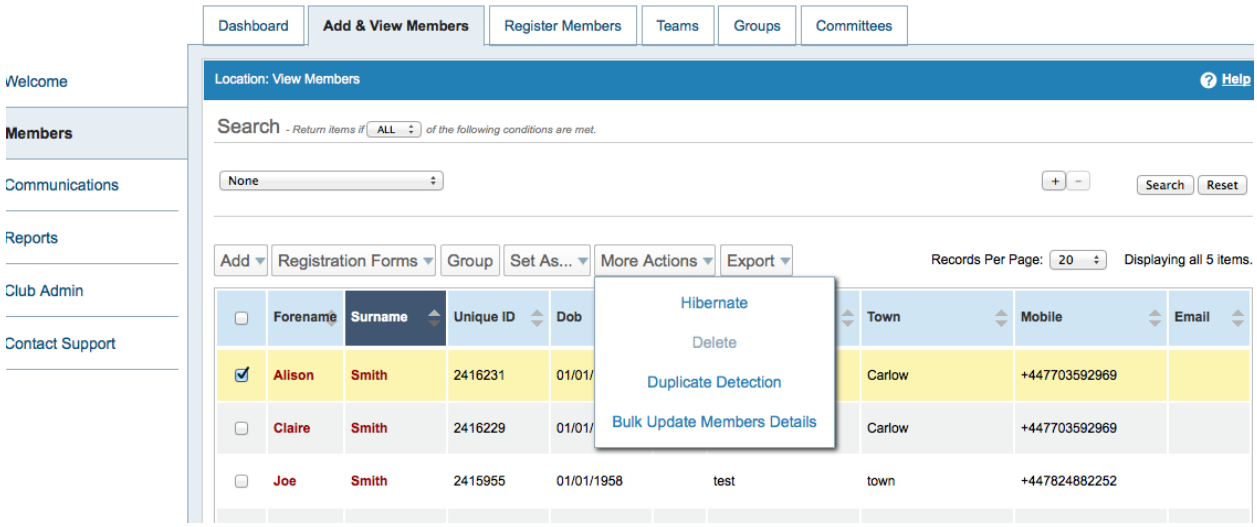


5.2.5. Unhibernate a Member

To unhibernate a member, it requires the search options to be used. It is very ease to find hibernated members as the user need to selected hibernated > yes and then select the search button. This will show all hibernated members and to unhibernate them the checkbox beside their name has to be selected and then more action > unhibernate.

5.2.6. Delete a Member

To delete a member select the checkbox beside the desired members name then go to more actions and select delete.



5.2.7. Contacts

Everything is the same for contacts as it is for members RE editing etc.

5.2.8. Convert a Contact to a Member

To convert a contact to a member the user needs to find the correct member by searching for them by selecting contacts/members and selecting contact then select the forename and surname, input the information and then select search. Select the checkbox beside their name and then go to more actions and select “Convert to Member”.

5.2.9. View Previous Years Registered Members

To do this the user needs to use the search options and select Season>(the previous season) and then select the year that you want to view the registrations and then select the search option.

5.2.10. Print a list of Members

There are two options to print out members. The user can either export the members list via Excel, Word or PDF and print the members from there.

The second option is to print out all members who are registered for the current season. To do this click on reports you will be presented with a table of report options. Click on the *PDF* button beside the relevant report. Full Members will print out all Registered members for this year. You will be presented with a page asking which heading you wish to use and some font options as well. A PDF will then be created.

5.2.11. Set a Member as a Player/Non Player/Official/Non-Official

To set a member as either a Player/Non Player/Official/Non-Official you must first find them and then select the checkbox beside their name then go to the set as button and then pick the desired option.

N.B. for a member to be set as a player their D.O.B must be stored within their personal details. Also if you have a male member within the system you cannot set them as a player.

5.3 Teams

This section provides the club administrator with the ability to create different teams associated with the club. When the club administrator first enters the teams section they will see the full list of the teams associated with their club and by clicking on their name they can edit anything about those teams.

5.3.1. Reset Teams

This will be used to remove all members and mentors associated with a team. To reset a team select the checkbox beside the team you wish to reset then select the reset button. A popup will appear to confirm you wish to reset the team so click yes. After this is done the member and mentor count are reset to zero.

5.3.2. Delete a Team

This is pretty similar to resetting a team as the club administrator selects the checkbox beside the teams name and then selects the delete button. A popup will appear to confirm the deletion of the team so by selecting yes the team will be deleted.

5.3.3. Add a Team

To add a team select the add button to begin with to get to step 1 of 3. In step 1 the club

administrator has to add the club details

5.4 Groups

The club administrator can create groups of members for the purpose of communications such as SMS and emailing. When the club administrator selects groups from the menu option within members they will be able to see a list of the current groups already created.

5.4.1. Create a Group

To add a group it is very easily done with no real room for error. There are 2 steps to creating a new group which are:

Step 1 - Add Group Details

There are only two fields in this section that can be filled in. The first field is the name of the group which is mandatory then a description of the group which is optional.

Step 2 - Add Members

When the club administrator gets to this step there will be two tables, one on the left and one of the right. The left table will contain the members that are currently at the club and the right table should be empty at this stage as this is the table that will contain the members within that group.

To add members to the group the club administrator can either click and drag the member from the left table to the right table or the club administrator can select the tick box beside the member(s) name and then click the add button.

5.4.2. Edit a Group

To edit a group the club administrator has to first click on the group that they wish to edit. If they want to edit the values within step 1 they can do so by changing those values and then proceeding to step 2.

In step 2 it is the opposite of adding members to a group as the members can be dragged from the right column and then dropped into the left column or the club administrator can tick the checkbox beside the members name and then click the remove button.

5.4.3. Delete a Group

To delete a group the club administrator has to navigate to the groups page and tick the checkbox(es) of the group(s) they wish to delete and then click the delete button and must also select yes to confirm that they do wish to delete that group from the pop up option.

5.4.4. Reset a Group

To reset a group the club administrator has to navigate to the groups page and tick the checkbox(es) of the group(s) they wish to reset and then click the reset button and must also select yes to confirm that they do wish to reset that group from the pop up option. The group will then be reset to contain zero members.

5.4.5. Add a Member to a Group from the Add/View Members Page

Members can also be added to a group from the add/view members page. This can be done by selecting the checkbox beside the members name(s) and then select the group button then enter the name of the group and select next. Ensure that the member(s) has entered the right hand table and then select finish.

5.5 Committees

This page provides the club administrator with the ability to create and edit committees. Committees are created and managed the same way as team and groups meaning that the communications function can also be used to contact committee members. When the club administrator selects the committees option on the system they can view all existing committees in relation to their club.

5.5.1 Add a Committee

There are three steps to adding a committee which are:

Step 1 - Committee Details

There are only two fields in this section that can be filled in. The first field is the name of the committee which is mandatory then a description of the committee which is optional.

Step 2 - Add Members

When the club administrator gets to this step there will be two tables, one on the left and one of the right. The left table will contain the members that are currently at the club and the right table should be empty at this stage as this is the table that will contain the members within that group.

To add members to the group the club administrator can either click and drag the member from the left table to the right table or the club administrator can select the tick box beside the member(s) name and then click the add button.

Step 3 - Positions & Assignees

This step will have some positions already predefined for the club administrator to assign to members. They will see the positions with a drop down box on the same column so that they can select the positions for certain members.

The club administrator can add their own customised position by selecting the add button and then typing in the name of the position.

5.5.2. Edit a Committee

To edit a committee the club administrator has to first click on the committee that they wish to edit. If they want to edit the values within step 1 they can do so by changing those values and then proceeding to step 2.

In step 2 it is the opposite of adding members to a committee as the members can be dragged from the right column and then dropped into the left column or the club administrator can tick the checkbox beside the members name and then click the remove button.

5.5.3. Delete a Committee

To delete a committee the club administrator has to navigate to the committees page and tick the checkbox(es) of the committee(s) they wish to delete and then click the delete button and must also select yes to confirm that they do wish to delete that committee from the pop up option.

5.5.4. Reset a Committee

To reset a committee the club administrator has to navigate to the committees page and tick the checkbox(es) of the group(s) they wish to reset and then click the reset button and must also select yes to confirm that they do wish to reset that committee from the pop up option. The committee will then be reset to contain zero members.